

Procedures for U.S. Government Contractors to Certify Foreign National (FN) Employees to AEDC

AEDC is a U.S. Air Force installation and implements the following procedures for contractors to sponsor foreign nationals onto the installation. FN employees who are living and working in the U.S. for a U.S. company usually will have a work visa or passport that authorizes him/her to live and work in the U.S. This also includes the employees who have applied for citizenship in the U.S. (Permanent Resident Aliens). The U.S. company **MAY** certify the FN employee to the Staff Agency Security Manager (SASM-Government) or Facility Security Officer (FSO-Contractor) of the sponsoring organization at AEDC, on company letterhead with the following information provided on the letter:

- a. Name(s) and Rank of visitor(s)
- b. Date and location of birth
- c. Current nationality and passport/visa/alien registration number of visitor
- d. Agency or company where visitor is employed, position title – identify whether company is U.S. or foreign owned
- e. Building and room to be visited
- f. Specific purpose of visit and organization to be visited
- g. Point of contact at AEDC name, organization and extension
- h. Date and duration of visit
- i. Security clearance of visitor(s) if any
- j. Is access to an AEDC computer resource required?
- k. Will your employee bring electronic equipment (laptop, palmtop, etc.) to AEDC to support this visit? If so, please specify and indicate if equipment is Company-owned or personally owned

FN employees who live and work in a foreign country and will visit the U.S. for a short time should contact his embassy and request to visit AEDC. The embassy wants to be involved if the visitor is primarily working and living in the home country. The visit will be entered in the automated FORTDIS system from the requesting embassy and the AEDC Foreign Disclosure Office (FDO) office will receive the visit on FORTDIS and process it as an embassy sponsored visit. The sponsoring embassy **REQUIRES** at least 30 days notice to authorize a visit. As we have found recently, they will deny a visit without adequate notification.

In every case, the following guidelines will apply:

FN are badged with a FN badge and escorted at all times. **ONLY** public domain will be disclosed orally, visually or documentary. Visitor should not request any information that does not pertain to the original purpose of the visit. No access to Air Force information systems is authorized, this includes stand alones. Visitor must bring original ID with them to registration upon arrival at AEDC.

General questions related to visits by foreign nationals or representatives of foreign companies may be directed to the AEDC Foreign Disclosure Officer at 931-454-7320.